

## INSTRUCTIONS FOR COMPLETING AND ISSUING CA-7 WORK PERMIT AND AGE CERTIFICATE

**Who needs a CA-7 Work Permit?** Any minor who is 16 or 17 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). This completed form permits a minor to be employed only by the employer listed in Section I. Employers must complete a CA-7 for minors who start employment at 16 years of age. CA-7 permits are valid until a minor turns 18 or graduates as long as the minor works for the same employer.

**Who issues the Work Permit?** The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf. A work permit may be issued by the school the minor attends, the school district where the minor resides, or the district where the minor will be employed.

**Employment of Minors:** A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, e.g., construction, slicers, motor vehicle operation, power-driven machinery. The minimum age for employment is 14 years, except that a minor 11 years of age or older may be employed as a golf or bridge caddy, or youth athletic program referee, and a minor 13 years of age or older may be employed in some farming occupations, or as a trapper. Adult supervision is required. Minors may not work more than 5 hours without a 30-minute meal or rest period.

**Procedure:** The prospective employer starts the work permit process by completing Section I of CA-7, then:

1. Minor completes Section II of form.
2. Minor takes form to issuing officer.
3. Issuing officer verifies age of minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. Work Permit is issued by issuing officer signing and dating form in Section III.
5. Issuing officer makes extra copies for files.
6. Minor returns the completed original form to the employer before beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with P.A. 306 of 1969.

**Employer's Responsibilities:** Employers shall keep the original CA-7 form on file at the place of employment. The issuance of a work permit does not authorize employment of minors contrary to state or federal laws and regulations.

**Issuing Officer's Responsibilities:** A copy of the CA-7 and Department of Consumer and Industry Services deviation forms shall be filed in the minor's permanent school file for as long as the minor is employed. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

**Hours of Work:** Minors 16 years of age and over may work no more than:

1. 6 days in 1 week.
2. a weekly average of 8 hours per day.
3. 48 hours in 1 week.
4. 10 hours in 1 day.

Minors 16 and 17 years of age may work between 6:00 a.m. and 10:30 p.m. A minor 16 or 17 years of age may work until 11:30 p.m. when not regularly attending school, i.e., summer vacation. A student minor shall not be employed more than a combined school/work week of 48 hours.

**Michigan Youth Employment Standards Act (P.A. 90 of 1978):** For information about the law, rules, regulations, and deviations, contact the Michigan Department of Consumer and Industry Services, Bureau of Safety and Regulation, Wage and Hour Division, 7150 Harris Dr., Box 30476, Lansing, MI 48909-7976; phone 517/322-1825.

**Federal Fair Labor Standards Act:** For information about federal child labor provisions, contact the nearest U.S. Department of Labor, Wage and Hour Division, Grand Rapids 616/456-2004 or Detroit 313/226-7447.

**Revocation of Permit:** A permit may be revoked by the school if: (1) poor school attendance results in a level of school work lower than that prior to beginning employment, or (2) the Michigan Department of Consumer and Industry Services/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.

# Work Permit and Age Certificate

CA-7 for 16 and 17 years of age

Regular/Temporary

Directions: Please print using an ink pen, or type.

See back of this form for details.

Permit Number for school use  
(optional)

## Section I: To be completed by the Employer

Name of Business	Address	City	Zip
Applicant's Job Title	Will minor be working under an existing Michigan Department of Consumer and Industry Services-granted hour deviation? <input type="checkbox"/> No <input type="checkbox"/> Yes (copy attached) If Yes, hours listed require the hour deviation and parent/guardian consent.		
	Hourly Wage	Hours of Employment: (total per week)	
Job Duties/Tasks to be performed by minor:	Earliest Starting Time		a.m./p.m.
	Latest Ending Time		a.m./p.m.
	Employer Signature (x)		
	Telephone _____		Title _____ Date _____
Employer Information: - The employer must have a completed work permit form <u>before</u> a minor begins work. - The employer must provide competent adult supervision at all times. - The employer of the minor must comply with federal, state, and local laws and regulations, including nondiscrimination against any applicant or employee because of race, color, sex, age, religion, marital status, national origin, ancestry, or disability.			

## Section II: To be completed by Applicant

Name of Minor		Address	City	Zip
Name of School*		Address	City	Zip
Age	Date of Birth		School Status (check one) <input type="checkbox"/> in school <input type="checkbox"/> left school	Last Grade Completed
	Month	Day		
Signature of Minor (x)			Name(s) of Parent(s)/Guardian(s)	

\*present or last attended

## Section III: To be completed by School's Issuing Officer

This is to certify that: (1) the minor personally appeared before me, (2) this form was properly completed, (3) listed job duties are in compliance with state and federal laws and regulations, (4) listed hours are in compliance with state and federal laws and regulations, (5) this form was signed by student and employer, and I authorize the issuance of this work permit.  Signature of Issuing Officer (x) Issue Date:	Evidence of Age confirmed by: (issuing officer checks one) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of <input type="checkbox"/> Driver's License <input type="checkbox"/> Arrival in the U.S. <input type="checkbox"/> School Record <input type="checkbox"/> Other <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Hospital Record of Birth	Number of Hours in School (per week)
	School Address City, State, Zip Telephone _____	